

FORTH HOUSING ASSOCIATION – Proof Checklist

SECTION	CIRCUMSTANCE	PROOF REQUIRED	WHEN REQUIRED	POINTS AFFECTED
1.1	Current address	Bank statement, council tax statement, driving licence, references	At point of application/on request from FHA	Application will not be accepted if cannot prove current address
1.3	Immigration status	Passport or any other relevant documentation	At point of application/on request from FHA	Circumstances cannot be taken into account
2.2	Pregnant	Mat B1 Form/Pregnancy confirmation document	At point of application/on request from FHA	No extra bedroom or points can be awarded
2.3/4.3	Access to children	Confirmation of child benefit letter	At point of application/on request from FHA	No extra bedroom or points can be awarded
3.8	Homeless/threatened homeless	Confirmation unintentional homeless from local authority	At point of application/when circumstances change	No points awarded without this
3.9	Asked to leave secure accommodation – NTQ	Copy of valid NTQ from landlord	At point of application/on request from FHA	No points awarded without this
3.9	Leaving the armed forces	Certificate of discharge	At point of application/on request from FHA	No points awarded without this
3.9	Asked to leave family home	Letter from parent/guardian	At point of application/on request from FHA	No points awarded without this
3.9	Ready to leave supported accommodation	Letter from support provider	At point of application/on request from FHA	No points awarded without this

3.9	Asked to leave house rented from employer	Employers notice letter	At point of application/on request from FHA	No points awarded without this
3.9/3.15	Harassment	Letter from organisation providing support/can corroborate the harassment	At point of application/on request from FHA	No points awarded without this
3.10	Rising/penetrating damp in property	Certificate from environmental health/confirmation from council/landlord	At point of application/on request from FHA	No points awarded without this
3.11	Structural defects in property	Certificate from environmental health/confirmation from council/landlord	At point of application/on request from FHA	No points awarded without this
4.2	Overnight carer	Confirmation from Social Work, Medical body or similar that an overnight carer is required.	At point of application/on request from FHA	No extra bedroom or points can be awarded
4.6	In need of rehousing as physical health is affected by current housing circumstances	FHA medical assessment form plus supporting documentation from a GP/OT/Hospital Consultant	At point of application/on request from FHA	No points awarded without this